

From: [Shultz, Kim](#)
To: [Walters, Donn](#)
Cc: [Little, Bill](#); [Campbell, Joy](#); [Ortiz, Christina](#); [Delano, Louise](#)
Subject: RE: CES Fact Sheet
Date: Monday, December 01, 2014 11:11:18 AM
Attachments: [CES Environmental Fact Sheet ks.pdf](#)

Donn,

Attached is the DRAFT Fact Sheet in English only. Bill asked for a Spanish translation as well. We are getting quotes at this time along with an estimated turnaround time. Bill asked that both the English and Spanish versions be sent out by Friday, 12/5.

Instead of doing two mailings and costing twice the postage, I am suggesting that we insert the Spanish translation between the English version and the blank sheet with the EPA's return address—making it a 6 page mailing: first two pages in English, next two pages in Spanish and last two pages blank with EPA's return address and where we will place the one mailing label.

Doing it this way will result in one mailing of both English and Spanish together.

Please note that we need EPA's approval on the Fact Sheet ASAP in order to get it to the Spanish translator.

Best regards,

Kim

Kim Shultz
ESS IV Program Manager
TOEROEK ASSOCIATES, INC.
214-665-3147

From: Ortiz, Christina
Sent: Monday, December 01, 2014 10:02 AM
To: Walters, Donn
Cc: Shultz, Kim
Subject: RE: CES Fact Sheet

Yes sir we have a mailing list for homes and business, still need from your section the local officials list. Thanks.

CHRISTINA ORTIZ
Toeroek Associates Incorporated
Contractor for
Environmental Protection Agency
214-665-6720

From: Walters, Donn
Sent: Monday, December 01, 2014 9:49 AM
To: Ortiz, Christina

Subject: FW: CES Fact Sheet

Christina, do we have some sort of neighborhood mailing list for the CES site? Wasn't sure.....

From: Little, Bill

Sent: Tuesday, November 25, 2014 10:57 AM

To: Ortiz, Christina

Cc: Drammeh, Joan; Walters, Donn; Campbell, Joy

Subject: CES Fact Sheet

Christina,

I need the attached fact sheet translated into Spanish and both mailed to our CES mailing list by the end of next week, (Dec. 5), at the latest. I need to add Mr. Charles Rawls 4059 Glen Cove Drive 77021 to the mailing list. I will need an extra 100 copies to take with me to the meeting on Dec. 11, 2014.

Thanks,
Bill

Bill Little
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Community Involvement
Coordinator/SEE
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